12.402   OFFENSE TRACKING SYSTEM, KEYBOOK

References:

Automated Keybook User's Manual
Procedure 12.400 - Offense Reporting, Miscellaneous Reporting
Procedure 12.405 - Closure of Offense Reports
Procedure 12.415 - Reporting and Classifying Assault Offenses
Procedure 12.420 - Reporting Vehicle Thefts and Related Offenses
Procedure 12.430 - Endangering Children Offenses
Standards Manual - 15.1.1, 42.1.3, 82.1.5

Purpose:

Establish a uniform Department policy governing the tracking and preservation of offense information.

Promote uniformity and standardization in offense tracking.

Procedure:

A.   Maintaining Keybook:

    1.   Each district collator will maintain the automated offense tracking system (keybook) in accordance with the instructions in the current user's manual and Procedure 12.400. This manual is available from the Computer Systems Unit.

        a.   Data entry and updating will be completed in a timely manner, usually daily.

        b.   After the keybook page(s) entry is completed, the page(s) will be printed and stored in a binder.

    2.   Backup of Data

        a.   Each unit commander will be responsible for maintaining backup copies of the keybook. This will be accomplished using the Keybook Main Menu item for backup procedures. This procedure will be completed on a daily basis. This will ensure minimum reentry of data in the event of a computer crash.

        b.   Three sets of diskettes will be necessary for the standard backup process. These should be designated set "A, B, and C."

            1)   One set will be stored in the collator's office and will be used for the daily backup.

            2)   One set will be stored in the unit commander's office and will be updated weekly.

3) One set will be stored at the Computer Systems Unit and should be updated every other week. These diskettes should be brought to the Computer Systems Unit each payday. Do not mail.

4) The three sets of diskettes can be rotated among the three locations as needed.

5) New diskettes should be used every other month.

3. Security

a. Unit commanders are responsible for the integrity and security of the keybook program.

b. The keybook program is designed to load itself from a predetermined format. The password is imbedded in this sign-on. A password has been assigned to the system.

c. The password will be disseminated by the unit commander to the system administrator, collator and other appropriate personnel.

d. The unit commander will assign a new password as deemed necessary, or whenever a change in unit commanders occurs.